

**A RESOLUTION BY  
FINANCE EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT GTA000119 WITH RICOH AMERICAS CORPORATION FOR THE LEASE OF FOUR (4) MP3350SPF COPIERS/PRINTERS FOR A PERIOD OF THIRTY SIX (36) MONTHS IN AN AMOUNT NOT TO EXCEED FIFTY SEVEN THOUSAND ONE HUNDRED FORTY DOLLARS AND SIXTY FOUR CENTS (\$57,140.64) WITH ALL CONTRACTED WORK BEING CHARGED TO AND PAID FROM FDOA: 5401 (SOLID WASTE SERVICES REVENUE 130201 (DPW SOLID WASTE ADMINISTRATION) 5222002 (REPAIR & MAINTENANCE); AND FOR OTHER PURPOSES.**

**WHEREAS**, the Department of Public Works desires to lease four (4) Ricoh MP 3350SPF color copiers and printers to perform Photocopy and Printing Services for the department of Solid Waste Services to perform their daily operations; and

**WHEREAS**, pursuant to § 2-1606 of the City's Procurement and Real Estate Code, the Chief Procurement Officer may procure supplies, services or construction items through contracts established by the purchasing division of the State where such contracts and contractors substantially meet the requirements of the Procurement and Real Estate Code; and

**WHEREAS**, the Commissioner of the Department of Public Works and the Chief Procurement Officer recommend utilizing the State of Georgia Contract GTA000119 with Ricoh Americas Corporation to lease four (4) MP 3350SPF color copiers/printers for a period of thirty six (36) months in an amount not to exceed Fifty Seven Thousand One Hundred Forty Dollars and Sixty Four Cents (\$57,140.64).

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Chief Procurement Officer is hereby authorized to utilize the State of Georgia Contract GTA000119 with Ricoh Americas Corporation, pursuant to §2-1606 of the City of Atlanta Code of Ordinances to lease for a period of thirty six (36) months four (4) Ricoh MP3350SPF copiers/printers to provide Photocopy and Printing Services for the Department of Public Works in an amount not to exceed Fifty Seven Thousand One Hundred Forty Dollars and Sixty Four Cents (\$57,140.64).

**BE IT FURTHER RESOLVED**, that the term of the agreement is for Thirty Six (36) months.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer is directed to assist the City Attorney in the preparation of the Contract for execution by the Mayor.

**BE IT FURTHER RESOLVED**, that the agreement will not become binding on the City, and the City will incur no obligation or liability under it until it has been approved as to form by the City Attorney, executed by the Mayor, attested to by the Municipal Clerk and delivered to Ricoh Americas Corporation.

**BE IT FINALLY RESOLVED**, that all contracted work will be charged to and paid from FDOA: 5401 (Solid Waste Services Revenue) 130201 (DPW Solid Waste Administration) 5222002 (Repair & Maintenance); and for other purposes.



## Ricoh Major Account Program

Home

Volume Brackets

Authorized Dealers

### Digital Copier Contract

Contract Number: GTA000119



#### Vendor Information

**Vendor Name:** Ricoh Corporation

**PeopleSoft/Vendor ID:** 4958

**Address:** 5 Dedrick Place

West Caldwell, NJ 07006

**Phone:** (973) 882-2000

**Office Manager:** Helen Wideman

**Phone:** (973) 882-5297

**Email:** [helen.wideman@ricoh-usa.com](mailto:helen.wideman@ricoh-usa.com)

**Sales Contact:** Jay Milner

**Phone:** (770) 621-1855

**Email:** [jay.milner@ricoh-usa.com](mailto:jay.milner@ricoh-usa.com)

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## Digital Copier Contract

**Contract Number:** GTA000119**Contract Period:** October 1, 2003 – June 30, 2009**NIGP Code (Leases):** 98526**NIGP Code (Purchases):** 60046

### Related Links

[Digital Copier Contract -  
Frequently Asked  
Questions](#)

Please include the NIGP codes on all purchase orders.

**Note: This contract does not include any analog copiers.**

This contract has produced a very competitive situation. Several successful bidders lease and sell manufacturers' copiers on this contract. **Be sure to check all sources of supply** and do not assume only one vendor can provide the copier and service you need at the best price.

Approved vendors	Brands Offered
<a href="#">Canon Business Solutions</a>	Canon
<a href="#">Canon USA</a>	Canon
<a href="#">Gordon Document Products</a>	Konica
<a href="#">IKON</a>	Canon, Ricoh
<a href="#">Konica Minolta Business Solutions, USA, Inc.</a>	Konica Minolta
<a href="#">Kyocera Mita</a>	Kyocera Mita
<a href="#">MSA</a>	Canon
<a href="#">Muratec</a>	Muratec
<a href="#">Oce' Imagistics</a>	Oce'
<a href="#">Oce' North America</a>	Oce'
<a href="#">Panasonic</a>	Panasonic
<a href="#">Ricoh Americas Corp.</a>	Ricoh, Savin, Gestetner
<a href="#">Ricoh Business Solutions - Lanier Worldwide, Inc. (Link temporarily removed)</a>	Lanier, Ricoh
<a href="#">Sharp</a>	Sharp
<a href="#">Xerox</a>	Xerox

For more information, please contact:

[Deirdre Johnson](#) CPPO, CPPB  
Unit Director, Procurement

Internal Support Services  
Georgia Technology Authority  
47 Trinity Avenue, S.W., Room 330  
Atlanta, Georgia 30334  
Phone: 404.463.2306  
Fax: 404.651.5333



**Digital Copier Lease and Maintenance Agreement**



**Digital Copier Vendor Agreement**

This is an example of the Digital Copier Agreement signed by GTA and each of the approved vendors.  
It is for information and references ONLY.



**Digital Copier Purchase and Maintenance Agreement**

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:** Finance Executive Committee

**Caption:** A RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT GTA000119 WITH RICOH AMERICAS CORPORATION FOR THE LEASE OF ONE (1) MPC 6000 COPIER/PRINTER FOR A PERIOD OF THIRTY SIX (36) MONTHS IN AN AMOUNT NOT TO EXCEED FIFTY SEVEN THOUSAND ONE HUNDRED FORTY DOLLARS AND SIXTY FOUR CENTS (\$57,140.64). ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FDOA: 5401 (SOLID WASTE SERVICES REVENUE 130201 (DPW SOLID WASTE ADMINISTRATION) 5222002 (REPAIR & MAINTENANCE); AND FOR OTHER PURPOSES.

**Council Meeting Date:** February 2, 2009

**Requesting Dept.:** Department of Public Works

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

The purpose of this legislation is to lease 4 digital copiers off the GTA state contract GTA-000119.

**2. Please provide background information regarding this legislation.**

The new copier will replace the existing copiers at 4 locations with a newer model at the same price we are currently paying. The lease agreement includes maintenance and supplies.

**3. If Applicable/Known:**

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

(c) **Bids/Proposals Due:**

(d) **Invitations Issued:**

(e) **Number of Bids:**

(f) **Proposals Received:**

**(g) Bidders/Proponents:**

**(h) Term of Contract:**

**4. Fund Account Center:**

**Fund: 5401    Account: 130201    Center: 5222002**

**5. Source of Funds:**

**6. Fiscal Impact: \$57,140.64**

**7. Method of Cost Recovery:**

**This Legislative Request Form Was Prepared By: James Swope**

## **Legislation Summary**

**Committee of Purview:**

**Caption**

**A resolution authorizing the Mayor to execute an appropriate contractual agreement on behalf of the Department of Public Works with Ricoh Americas Corporation in an amount not to exceed fifty seven thousand one hundred forty dollars and sixty four cents (\$57,140.64). All contract work shall be charged to and paid from fund account and center number: 5401 (Solid Waste Services Revenue), 130201 (DPW Solid Waste Administration), 5222002 (Repair & Maintenance).**

**Council Meeting Date:** February 2, 2009

**Legislation Title:** Resolution authorizing the Chief Procurement Officer to utilize the State of Georgia Contract #GTA000119 with Ricoh Americas Corporation for the lease of four (4) MP3350SPF Copiers/Printers for a period of thirty six (36) months on behalf of the Department of Public works in an amount not to exceed fifty seven thousand one hundred forty dollars and sixty four cents (\$57,140.64). All contract work shall be charged to and paid from fund account and center number: 5401 (Solid Waste Services Revenue), 130201 (DPW Solid Waste Administration), 5222002 (Repair & Maintenance).

**Requesting Department:** Department of Public Works

**Contract Type:** N/A

**Source Selection:** State of Georgia Contract #GTA000119

**Bids/Proposals Due:** N/A

**Invitations Issued:** N/A

**Number of Bids/  
Proposals Received:** N/A

**Bidders/Proponents:** N/A

<b>Justification Statement:</b>	N/A
<b>Background:</b>	N/A
<b>Fund Account Centers:</b>	5401 (Solid Waste Services Revenue), 130201 (DPW Solid Waste Administration), 5222002 (Repair & Maintenance).
<b>Source of Funds:</b>	N/A
<b>Fiscal Impact:</b>	N/A
<b>Term of Contract:</b>	N/A
<b>Method of Cost Recovery:</b>	N/A
 <b>Approval:</b> DOF: DOL:	
<b>Prepared By:</b>	Patricia Lowe, Buyer
<b>Contact Number:</b>	404.330.6583





TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Soraya Belgrave

Contact Number: (404) 330-6002

Originating Department: Department of Public Works

Committee(s) of Purview: Finance/Executive Committee

Chief of Staff Deadline: January 13, 2009

Anticipated Committee Meeting Date(s): January 27, 2009

Anticipated Full Council Date: February 2, 2009

Legislative Counsel's Signature: Saul Schultz

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT GTA000119 WITH RICOH AMERICAS CORPORATION FOR THE LEASE OF FOUR (4) MP3350SPF COPIERS/PRINTERS FOR A PERIOD OF THIRTY SIX (36) MONTHS IN AN AMOUNT NOT TO EXCEED FIFTY SEVEN THOUSAND ONE HUNDRED FORTY DOLLARS AND SIXTY FOUR CENTS (\$57,140.64) WITH ALL CONTRACTED WORK BEING CHARGED TO AND PAID FROM FDOA: 5401 (SOLID WASTE SERVICES REVENUE 130201 (DPW SOLID WASTE ADMINISTRATION) 5222002 (REPAIR & MAINTENANCE); AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: [Signature] 1/13/08 Reviewed by: 1/14/09 me  
(date) (date)

Submitted to Council: \_\_\_\_\_